

Report Date: 09 May 2014

Summary Report for Individual Task
805C-LF5-1230
Conduct Postal Directory Functions
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned to the Postal Directory Section and have the responsibility to maintain a directory file, and provide directory services for mail with the following: 1. Several pieces of undeliverable as addressed mail. 2. DA Form 3955, Change of Address and Directory Card. 3. OPNAV Form 5110/5, Notice of Change of Address. 4. AF Form 624, Base/Unit Locate and PSC Directory. 5. NAVMC 10572, Mail Directory File Card. 6. PS Form 3579, Undeliverable Standard Mail (A) and (B). 7. USPS Envelope EP-1865D, Postage Due envelope. 8. Notice 123, Ratefold.

Standard: Conduct postal directory functions by processing directory mail received from the unit mail clerks and other sources without error, maintaining the directory file on all persons served by the military, endorsing mail accordingly, dispatching mail if necessary, and putting directory service stamp on back of mail.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Receive undeliverable mail from within the post office.
2. Screen the articles of undeliverable mail returned by the unit mail clerks to ensure the articles are being properly endorsed.
3. Determine if the articles of mail are entitled to directory service.
4. Back-stamp each article of undeliverable mail processed through the directory to indicate the date received.
5. Provide directory assistance for undeliverable accountable mail.
6. Look for the directory file card starting with the last name first.
7. Determine the proper endorsement and disposition for each piece of mail that is undeliverable.
 - a. Write the forwarding address on the bottom left if the mail is to be forwarded
 - b. Draw a diagonal line through the old address and a straight line through the bar code if the mail is to be forwarded or returned to sender.
8. Process scheme mail (mail which does not contain the minimum required information).
9. Prepare mail for dispatch according to its class.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to conduct postal directory functions.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received undeliverable mail from within your post office.			
2. Determined if the articles of mail were entitled to directory service.			
3. Screened the articles of undeliverable mail returned by the unit mail clerks to ensure that the articles were being properly processed and endorsed.			
4. Back-stamped each article of undeliverable mail processed through the directory to indicate the date received.			
5. Provided directory assistance for undeliverable accountable mail.			
6. Looked for directory file card starting with the last name first.			
7. Determined the proper endorsement and disposition for each piece of mail that was undeliverable.			
8. Processed scheme mail (mail which did not contain a complete address, APO number, or Zip Code).			
9. Prepared mail for dispatch according to its class.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
6.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
7.	DA FORM 3955	CHANGE OF ADDRESS AND DIRECTORY CARD	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	EP-1865D	Postage Due Envelope	Yes	No
7.	USPS FORM 3579	Undeliverable Standard Mail (A) & (B) and Special Standard Mail (B)	Yes	No
7.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No
8.	DOD 4525.6-M-L-2	Military Post Office Mail Distribution Scheme	Yes	No
8.	DOD REG 4525.6-L-1	Military Post Office Location List (MPOLL)	Yes	No
8.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No
9.	DOD 4525.6-M	DoD Postal Manual	Yes	No
9.	USPS PUB65A	National Zip Code and Post Office Directory	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1532	Operate a Postal Service Center	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1532	Operate a Postal Service Center	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None**Supported Collective Tasks :** None**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU